STATINTL Approved For Release 2007/10/23 : CIA-RDP72-00450R000100330020-3 STATINTL

File from NSA

COST ESTIMATES

4. File 5/15/62 Rec Mgmt 9-3

1. These cost factors are established as an aid to figuring savings in the Paperwork Management Branch. Costs were obtained from M2, M6, M7 and GSA.

a. Equipment (one each) and space cost

Manual Typewriter	$ 160.00
Electric Typewriter	350.00
Safe File	350.00
Card Cabinet	102.00
Filing Cabinet	70.00
Stock Cabinet	49.00
Transfer Case	6.00
1 Linear foot shelving	2.00
1 sq. ft. floor space NSA Operations Bldg.	25.00

b. Storage and Space Factors

Filing Cabinet, Legal size	3.5 sq. ft.
Filing Cabinet, Letter size	3 sq. ft.
Map Cabinet	25 sq. ft.
Card Cabinet	5 sq. ft.
Filing Cabinet Drawer - Legal size	2 cu. ft.
Filing Cabinet Drawer - Letter size	1.5 cu. ft.
Filing Cabinet Drawer - 3" x 5"	.1 cu. ft.
Filing Cabinet Drawer - 5" x 8"	.25 cu. ft.
Filing Cabinet Drawer - microfilm	.8 cu. ft.
Map Cabinet (per section)	13 cu. ft.
Transfer Case - Legal size	2 cu. ft.
Transfer Case - Letter size	1.5 cu. ft.
Shelving, Steel Tier 30" x 40" x 111"	60 cu. ft.
10" Magnetic Tape	.04 cu. ft.
IBM Cards (10,000 per case)	1 cu. ft.
8" x 10½" paper 23,000 sheets	1 cu. ft.
30 pounds of records (paper)	1 cu. ft.
78 pounds magnetic tape (25 tapes)	1 cu. ft.

c. Storage and Space Factors (conversions)

Size of Document	(Linear footage x factor = cubic footage)
9½" x 15"	.99
9½" x 12"	.79
3" x 5"	.10
4" x 6"	.17
5" x 8"	.28
4" x 9"	.26
8" x 10½"	.58
8" x 13"	.70

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d. Time Factors

1 Man hour	24 dictated letters replaced by form letters
"	120 envelopes addressed
"	180 lines straight copy typed
"	120 lines form fill in typed
"	30 copies posted
"	60 copies filed
"	90 copies mailed (folded and inserted)
"	15 copies verified for accuracy of fill in

To determine forms processing cost for any number of forms, divide processor's hourly rate of pay by number of forms he processes per hour and multiply the quotient by the total number of forms being processed.

e. Multi-copy forms unproductive time (inserting carbons, aligning and removing)

2 part	14.0 seconds	8 part	67.5 seconds
3 part	23.5 seconds	9 part	76.5 seconds
4 part	32.0 seconds	10 part	85.0 seconds
5 part	41.0 seconds	11 part	93.7 seconds
6 part	50.0 seconds	12 part	102.5 seconds
7 part	58.5 seconds		

f. Manpower Costs

(See Attached Sheet)

g. Reproduction and Paper Costs

(1) Below costs include cost of reproduction set up, multilith master and paper.

8 x 10½ offset/bond .375 ea. mat + .086 per 25 copies
8 x 10½ manifold .375 ea. mat + .80 per 1000 copies white
8 x 10½ manifold .375 ea. mat + .89 per 1000 copies colored
8 x 13 offset/bond .375 ea. mat + .094 per 25 copies
8 x 13 manifold .375 ea. mat + .99 per 1000 copies white
8 x 13 manifold .375 ea. mat + 1.08 per 1000 copies colored
8 x 10½ cardstock .375 ea. mat + .216 per 25 copies
5 x 8 cardstock .375 ea. mat + .121 per 25 copies

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(2) Costs below include material and preparation.

8 x 10½ negative	2.15
8 x 13 negative	2.40
10½ x 16 negative	2.80
8 x 10½/8 x 13 plate	.96
2066 plate	2.00
Harris press plate	3.36
Long run multi mat	1.11

(3) Miscellaneous Costs

8 x 13 vellum paper .028 per sheet

1 typed envelope replaced by window envelope saves $ .02 ✓

h. Comparative Costs of Dictated, Guide and Form Letters.

(See Attachment)

i. EAM/EDP Costs (Including Rental, Overhead, Labor and Depreciation)

(1) EAM $ 12.65 per hour

(2) EDP

(a) 750 - $105.00 per hour

(b) 1401 - $ 90.00 per hour

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TABLE OF COMPARATIVE COSTS

Dictated Letters(D), Guide Letters(G), and Form Letters(F)

LENGTH IN LINES		VOLUME							
		500	1,000	2,000	5,000	10,000	20,000	25,000	50,000
5	D	148	297	594	1,484	2,969	5,937	7,422	14,843
	G	68	134	265	659	1,315	2,628	3,284	6,566
	F	49	94	185	457	912	1,820	2,275	4,547
6	D	178	356	712	1,781	3,562	7,125	8,906	17,812
	G	75	147	291	722	1,441	2,879	3,598	7,193
	F	50	95	186	458	912	1,821	2,276	4,548
7	D	208	416	831	2,078	4,156	8,312	10,390	20,780
	G	82	160	316	785	1,567	3,130	3,912	7,819
	F	50	96	186	458	913	1,822	2,276	4,549
8	D	237	475	950	2,375	4,750	9,500	11,874	23,749
	G	89	173	342	848	1,693	3,381	4,225	8,446
	F	51	96	187	459	914	1,823	2,277	4,550
9	D	267	534	1,069	2,672	5,343	10,687	13,359	26,717
	G	96	186	368	912	1,818	3,632	4,539	9,072
	F	51	97	187	460	914	1,824	2,278	4,552
10	D	297	594	1,187	2,969	5,937	11,874	14,843	29,686
	G	102	199	393	975	1,944	3,883	4,852	9,699
	F	52	97	188	460	915	1,824	2,279	4,553
11	D	327	653	1,306	3,265	6,531	13,062	16,327	32,655
	G	109	212	419	1,038	2,070	4,134	5,166	10,325
	F	53	98	189	461	916	1,825	2,280	4,554
12	D	356	712	1,425	3,562	7,125	14,249	17,812	35,623
	G	116	225	444	1,101	2,196	4,384	5,479	10,952
	F	53	99	189	461	916	1,826	2,281	4,555
15	D	445	891	1,781	4,453	8,906	17,812	22,265	44,529
	G	136	264	521	1,290	2,573	5,137	6,420	12,832
	F	55	100	191	463	918	1,828	2,283	4,559
20	D	594	1,187	2,375	5,937	11,874	23,749	29,686	59,372
	G	170	330	649	1,606	3,201	6,392	7,988	15,964
	F	58	103	194	466	921	1,832	2,288	4,564
25	D	742	1,484	2,969	7,422	14,843	29,686	37,108	74,215
	G	204	395	777	1,922	3,830	7,647	9,555	19,097
	F	61	106	197	469	925	1,836	2,292	4,570
30	D	891	1,781	3,562	8,906	17,811	35,623	44,529	89,058
	G	238	460	905	2,237	4,459	8,902	11,123	22,230
	F	64	109	200	472	928	1,840	2,296	4,576
35	D	1,039	2,078	4,156	10,390	20,780	41,560	51,951	103,901
	G	272	526	1,033	2,553	5,088	10,156	12,691	25,362
	F	67	112	203	475	931	1,844	2,300	4,582

Cost of dictated (D) and guide (G) letters by the line (12 words) is based on a yearly average wage of $3,150 for stenographers and typists and $4,120 for dictators and reviewers, applied to these representative production rates:

Operation	Time Per Letter Line
Typing from dictation	30 seconds
Typing from straight copy	24 seconds
Stenography (taking shorthand notes)	20 seconds
Checking/reviewing dictated letters	8 seconds
Checking/reviewing guide letters	4 seconds
Getting ready to dictate (gathering facts, preparing notes, etc.)	40 seconds

Form Letter Cost Includes:

(1) Proportionate cost of writing and designing the letter before printing, based on a yearly average wage rate of $6,450 and a time allowance of 10 minutes a line.

(2) Proportionate cost of printing, based on GSA's Price List Memorandum 11.1951 (revised to 1-29-54).

(3) Cost of preparing the form letter for mailing, based on representative time rates of 1 minute dictating time in selection and assignment of the letter, 1.5 minutes typing, and .5 minutes checking/reviewing.

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